

Chapter 6 GENERAL REQUIREMENTS

A. General

This chapter defines the general requirements applicable to all A/E contracts.

These include:

- Communications with the Benefiting Unit
- Meeting Minutes and documentation
- Coordination of the design with the contract solicitation
- Bid phase responsibilities
- Permitting and Environmental Documentation
- Utility Coordination

B. Communications with the Benefiting Unit

The EIC is the focal point between all Coast Guard representatives and the A/E regarding technical and performance issues. However, the A/E may be required to consult with the unit or local engineering support unit in matters concerning local conditions or operational requirements. Such communications shall be appropriately documented with a copy forwarded to the EIC. Technical and design considerations which conflict with the directions from the EIC shall be brought to the EIC's attention immediately.

C. Meeting Minutes

The A/E shall prepare minutes of all project-related meetings, conferences and telephone conferences and distribute copies to all parties. One copy each shall be sent to the Contracting Officer and EIC regardless of attendance at the meeting.

D. Bid Structure and Bid Phase Responsibilities

1. Review of Solicitation and Bid Structure.

The A/E should review the solicitation and provide input to the EIC on such matters as contract length, project phasing, bid structure and, if used, liquidated damages.

Table 6.1 contains minimum areas for review of the contract solicitation.

Table 6.1 Suggested Practices for Review of Contract Solicitation

Issue:	Suggested Practice:
Contract Length	Review to ensure the period for execution of the work is reasonable. Factors to consider: <ul style="list-style-type: none"> • Preconstruction Period • Seasonal factors • Available labor pool • Complexity of work • Availability of specialty items • Lead time materials • Environmental/permitting constraints • Operational Requirements
Project Phasing	If the work is to be phased, the exact phasing should be clearly delineated in Division One. If the phasing is to be linked to contract milestones, the periods, measured in days from Contract Award, should be contained in the Solicitation.
Bid Structure: Unit Price Items	Cost items, particularly those that are price sensitive or that the exact quantity cannot be readily determined should be bid on a unit price basis (based on an estimated quantity). Standard contract clauses give both parties the right to re-negotiate the unit cost if the actual required quantity differs by more than 15% (either greater or less) from the contract estimated quantity.
Bid Structure: Independent Portions of Work	If the project contains portions of work from different funding categories, these must be reflected in the bid structure as separate bid items. The EIC will provide assistance should this be necessary.
Options	Options describe a Statement of Work to which the bidder will submit a separate price. The option will contain a specific period of time in which the KO may execute the option.
Additives	Additives describe a Statement of Work to which the bidder will submit a separate price. Additives are exercised at time of Contract Award and are generally used to permit additional work to be awarded should the bids fall at or below the budget. Additives must not be used for necessary elements required for full and functional use.
Basis of Award	The use of Options and/or Additives should be reviewed carefully to determine the basis for contract award. Improperly structured Additives and/or Options could cause ambiguous bid results and trigger a bid protest.
Liquidated Damages	Liquidated damages are not normally used on routine projects. If the completion date of the project will dramatically and adversely affect the Government, the KO may elect to incorporate liquidated damages. However, liquidated damages cannot be punitive. They can only reflect an approximation of the actual damages suffered by the Coast Guard due to late delivery of the construction project.

2. Pre-Bid Conference.

Depending on the procurement strategy for the project, the Contracting Officer may wish to hold a pre-bid conference. The purpose of this meeting is to familiarize prospective bidders with the project. It generally will consist of two parts: an overview of the solicitation (conducted by the Contracting Officer) and an overview of the project and site visit (conducted by the PM). Questions by prospective bidders should be carefully documented. If invited to attend, the A/E may assist the PM in the overview of the project.

3. Bidders Questions.

During the bidding period, all requests made to the A/E by prospective bidders for clarification or interpretation of drawings and specifications shall be referred to the Contracting Division, FD&CC. A telephone number will be listed in the "Bidding" section of the specifications. If FD&CC cannot satisfy the inquiry, the matter will be referred to the A/E by the EIC for clarification and preparation of an Amendment if necessary. UNDER NO CIRCUMSTANCES SHALL THE A/E HAVE DIRECT CONTACT WITH ANY BIDDERS.

4. Contract Amendments.

When it is necessary to provide bidders a correction to the solicitation, the Contracting Officer will issue an amendment. The amendment is a binding change to the contract issued before it is awarded. The A/E may be requested to assist in the drafting of amendments. Specific format and requirements for amendments shall be determined by the KO and EIC, however a sample amendment is as shown in Exhibit 5.1 at the end of this chapter.

5. Conforming Documents.

Prior to contract award, the A/E shall post all amendments to the contract in the plans and specifications. This will ensure that the documents he or she references during construction accurately reflect all changes to date.

E. Permitting

The majority of projects covered by this guide will take place on Federal Property managed by the Coast Guard. As such, the Coast Guard acts as the "authority having jurisdiction" with regard to municipal/city building or zoning permits – and generally no such permits are required. However, since the Coast Guard is subject to the National Environmental Policy Act (NEPA), projects may require significant environmental review and approval at the Local, State and Federal level. When required by the SOW, the A/E shall complete a review of required permits and/or assist in the preparation, submittal and approval of permit applications.

F. Contact with Public Utilities

The A/E shall contact appropriate utility company representatives, as necessary, to determine the nearest location and characteristics of service facilities capable of supplying requirements. Such contacts should be made on an information basis only. Caution should be exercised to avoid any implied commitment on the part of the Coast Guard for any planned requirements. Also, feasibility studies conducted should be based on cost-of-service information provided by FD&CC in lieu of the published or quoted rates of the supplier. The cost of utility service for use in feasibility studies and information concerning selection of fuel will be furnished by the EIC upon request.

Exhibit 6.1 Sample Amendment**AMENDMENT 1****CONSTRUCTION SPECIFICATIONS****1. Section 01500 – Construction Facilities and Temporary Controls**

Add the following as the end of Paragraph 2.9.2:

"Restore the laydown area to the same condition as prior to construction including vegetation and irrigation of the lawn."

2. Section 02220 – Demolition

Add the following as the end of Paragraph 1.3:

"A separate detailed demolition plan for the existing bridge shall be submitted. The demolition plan shall conform to requirements of Section 15-4, "Bridge Removal" of Caltrans Standard Specifications and shall be signed by a California Registered Engineer.

CONSTRUCTION DRAWINGS**1. Drawing G2 – General Notes, Abbreviations, Legend & Symbols**

In GENERAL NOTES, revise Note 3.A IN ITS ENTIRETY to read as follows:

"3.A. REFER TO SHEETS S2, S23 AND S24 FOR CONCRETE AND REINFORCEMENT STEEL REQUIREMENTS".

2. Drawing G4 – Construction Phasing Plan, Sheet 1

ADD NOTE to read as follows:

"PROVIDE MONITORING POINTS ON THE EXISTING BRIDGE FOR BOTH HORIZONTAL AND VERTICAL MOVEMENT OBSERVED DURING PILE DRIVING. REPORT OBSERVED MOVEMENTS TO THE COR".

3. Drawing S20 – Typical Section

On the Typical Section add "AND VARIES" below the 815 dimension.